Electronic Comprehensive Application Package (eCAP) Instructions for Postal Inspector Applicants

THIS DOCUMENT PROVIDES INSTRUCTIONS ON HOW TO COMPLETE AN ELECTRONIC COMPREHENSIVE APPLICATION PACKAGE (eCAP). IT IS FOR INSPECTOR APPLICANTS WHO HAVE ALREADY COMPLETED THEIR PROFILE, CREATED A USER NAME AND PASSWORD, AND PASSED THE ONLINE APPLICATION AND EXAM PART 1 IN IRAS.

OVERVIEW

The eCAP is a collection of online forms.

You must complete the eCAP and submit it by the specified deadline, which is five (5) calendar days after the receipt of the email. You will be given no further consideration if you do not complete and submit the eCAP within the allotted time.

BEFORE YOU BEGIN

Before you begin eCAP, be prepared to provide the following:

- Personal information (Social Security number, contact information, birth information)
- Five-year residence history
- Other names used
- High school and college/university
- Honors and special qualifications (security clearance, licenses, skills with machines, patents or inventions, publications, public speaking experience, membership in professional or scientific societies, typing or shorthand speed, etc.)
- 10-year work history
- Service in the U.S. Armed forces and veteran's preference, if applicable
- Assets and liabilities
- Student loans
- Driver's license information
- Driving record (accidents and violations)

REVIEW eCAP NAVIGATION

NAVIGATION PANE – appears on the left of each screen
REVIEW AND PRINT – available from any page
SAVE – you must save each page before moving to the next page or data will be lost
SAVE AND EXIT – will save your information and the exit the application
CANCEL AND EXIT – will return you to the Welcome or Home Page
CANCEL – cancels the entire entry
DELETE – clears the data field
REQUIRED FIELDS – are noted with a red asterisk
NUMERICAL DATA – you do not have to enter slashes or dashes when entering dates or telephone numbers. Include leading zeros. (Example: enter March 6, 1989 as 03061989)
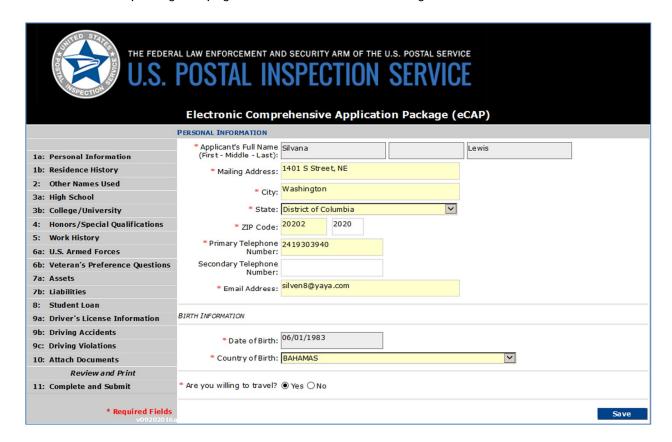
TO BEGIN

Navigate to the Inspector Recruitment Application System portal,
https://iras.uspis.gov/ApplicantPortal/login/Welcome.aspx, and click the *Login* button.

THE FIRST PAGE

Some of the data you provided in your profile will pre-populate in the *Personal Information* fields. After completing this page, click *Save* before advancing to the next section.

CONTINUE THROUGH eCAP
As you fill in your information, remember to *Save* each page before moving to the next. For numerical data, remember you do not have to enter slashes or dashes when entering dates or telephone numbers, and you should include leading zeros.

ATTACHING DOCUMENTS
An Action Required – eCAP email has been sent to your email address.

Attach ONLY the documents listed below to the eCAP (we will advise you later in the process if additional documentation is required):
- *Authority to Possess Firearms*
- Copy of driver's license (reflecting current address)
- *Disclosure and Authorization for Consumer Reports and Investigative Consumer Reports* (PS Form 2181-D)
- *Statement of Prior Federal Service* (SF-144)
- *U.S. Postal Inspection Service Drug Policy*

The total file size cannot exceed 4 MB.

SUBMITTING eCAP
Once you submit your eCAP, it becomes a read- only file and you can no longer make changes. You will see a confirmation message: "Your application has been submitted." However, if any required fields were left blank, a message will indicate the sections to complete.

AFTER SUBMITTING eCAP
After you submit your eCAP, you will need to mail these documents:
- Certified copy or original birth certificate (if foreign born, a copy of the naturalization papers)
- Official college or university transcripts (must be mailed directly by the college or university)
- *Certificate of Release or Discharge from Active Duty* (DD-214) and *Application for 10-Point Veteran Preference* (SF-15) and supporting documentation if veteran's preference is claimed

To this address:
USPIS SECURITY INVESTIGATIONS SERVICE CENTER
225 N HUMPHREYS BLVD 4TH FLOOR
MEMPHIS TN 38161-0001
ATTN MANAGER, APPLICANT PROCESSING UNIT

YOU WILL BE NOTIFIED
Thank you for applying to the U.S. Postal Inspection Service. You will receive notification by email on the status of your application. If you have any questions, please direct them to PIRecruitment@uspis.gov.